



Finance Director — Jennifer McClellan for Congress

Jennifer McClellan for Congress is seeking a Finance Director to help lead the campaign's fundraising operation. The Finance Director will develop and execute the campaign's finance strategy, manage individual donor relationships, and ensure the campaign meets its fundraising goals. This individual will serve as the primary point of contact for the campaign and will liaise with external groups, prospective donors, state and local elected officials, consultants and more. This role works closely with the Member, Chief of Staff, and DC fundraising consultants to maintain and expand a strong fundraising program.

Key Responsibilities

- Develop and execute a comprehensive finance plan to meet quarterly and cycle fundraising goals.
- Help manage the Member's call time program, including preparing call sheets, donor research, and follow-up.
- Identify, cultivate, and maintain relationships with individual and institutional supporters.
- Plan and execute fundraising events including receptions, small-dollar events, and virtual fundraisers.
- Maintain and expand the campaign's donor pipeline and manage donor tracking systems.
- Coordinate with the Member, Chief, and fundraising consultants to refine strategy and expand opportunities.
- Oversee contribution processing and work with compliance vendors to ensure accurate reporting and compliance with federal campaign finance laws.
- Staff the Member for political events in-district and occasionally for national fundraising swings.

This position requires strong organizational skills, attention to detail, and the ability to operate in a fast-paced campaign environment. Previous political fundraising experience strongly preferred. **The selected candidate will be required to relocate to Virginia's Fourth Congressional District.**

Salary is commensurate with experience. Interested candidates should submit a resume, cover letter, and three references in one PDF with the subject line "FIRST LAST - M4C Finance Director" to info@jennifermccllellan.com.